

SOUTHWEST CIVILIAN PERSONNEL OPERATIONS CENTER

Fort Riley, KS



Issue 5-99

SWCPOC Trailblazer



"Together Everyone Achieves More"

October 1999

FROM THE TRAIL BOSS

Commanders' Conference 20 Oct 99

Final preparations are in process for the Commanders' Conference on 20 Oct 99 - followed by the CPAC/CPOC Workshop on 21 Oct 99.



Theme for this year's Conference and Workshop is

TEAMWORK

- Together in the New Millennium.

The Conference/Workshop will be held at the Fort Riley Conference Center, Bldg 808, from 0800-1630. A reception is scheduled for the evening of 19 Oct 99 at Riley's Restaurant and Event Center.

Welcome packets, proposed agenda items, and Conference handouts will be sent to each participant before the Conference.

We are looking forward to active and open discussions to address and resolve mutual issues and concerns. Together

we can work as a successful team to meet the missions in the new millennium.

POC: Sherelia Webb, telephone DSN 856-0048 or Comm (785)-239-0048, email: webbs@cpocswr-emh1.army.mil.

ABC Deployment Schedule

The Army Benefits Center (ABC) will open for full service to Fort Riley employees on 1 Nov 99. (Full service includes the WEB, toll free telephone lines and the counselors.)



At this same time, employees in the rest of the Southwest Region will have access to the ABC through the WEB only. In Jan 2000, all ABC services will be available to employees in the Southwest Region.

As service is expanded to the other CPOC regions, the system will be available for an initial period via the WEB only and then expanded to full access.



Deployment Schedule:

1st Region - Southwest CPOC

web only - Oct 99
full access - Jan 00

STAFFING THE WAGON TRAIN

Personnel Demonstration Project

(Cindy Coers, Staffing & Services Div)

Over the last several years, the way Government conducts business has changed fundamentally. The budget for the Department of Defense (DOD) as well as associated personnel has been drastically cut.



The acquisition community has taken on the challenge of reforming and modernizing itself to perform more efficiently in this new environment.

DoD and OPM recently announced the Civilian Acquisition Workforce Personnel Demonstration Project which will examine proposed changes in classification, employee development, and compensation for the civilian acquisition workforce and supporting personnel.



DEMO PROJECT

More information can be found at <http://dacm.sarda.army.mil/>.

LEARNING THE ROPES WITH HRDD

"Bringing it to your Doorstep"

(Darla Otto, HRDD)

As we move into FY2000, the Human Resource Development Division (HRDD) is on target to bring requested training needs to the Southwest region.

The CPACs within the region responded to a training survey by identifying the top ten training courses needed for the employees at that installation.



We are in the process of consolidating the data, coordinating training dates with vendors, and meeting some of those needs to bring the requested training to their "doorstep" via Distance Learning - Satellite/TNET/SEN methods.

Keep an eye out for HRDD.
They'll soon be knocking
on your door.

2nd Region - **North Central CPOC**
web only - 1 Feb 00
full access - 29 Feb 00

3rd Region - **National Cap CPOC**
web only - 1 Apr 00
full access - 30 Apr 00

4th Region - **West CPOC**
web only - 1 Jun 00
full access - 30 Jun 00

5th Region - **Northeast CPOC**
web only - 1 Aug 00
full access - 16 Sep 00

6th Region - **South Central CPOC**
web only - 15 Aug 00
full access - 22 Sep 00

7th Region - **Southeast CPOC**
web only - 29 Aug 00
full access - 30 Sep 20

FORGING AHEAD **WITH CLASS**

Delegated Classification Authority

(Biff Fox, Classification Div)

Under Delegated Classification Authority (DCA), the SWCPOC Classification Division functions in an advisory role to management.

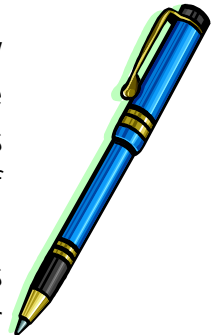
Position descriptions are submitted to the CPOC for classification. In turn, our advisory opinions are sent back to the managers who have the option of accepting or declining the advice provided. Gone are the days of submitting numerous rewrites of position descriptions in an attempt to have a particular title, series, or grade assigned by the classifier.



"Management Overrule"

The term "management overrule" is when management does not accept the CPOC advisory for title, series and grade for a position and implements a different decision.

The CPOC advisory is simply a recommendation because classification authority flows through the chain of command to the delegated manager. The SWCPOC has no authority to restrict or place conditions on that authority.



The SWCPOC Classification Guide recommends that managers provide evaluation statements when a CPOC determination is overruled.

For more information on responsibilities under DCA, see policy memo at: www.cpol.army.mil.

There's a Lot Going On in HRDD!

The past year has been challenging and rewarding for the Human Resource Development Division (HRDD). HRDD has been busy delivering regional training programs to Army installations located in Colorado, Kansas, Nebraska, Oklahoma and Texas.



Providing training opportunities in a regionalized environment required planning strategy through uncharted and unfriendly territory. Long-held paradigms had to be overcome in order to incorporate regionalization into current business practices.

Kudos to the HRDD for the following initiatives:



1. HRDD developed and distributed a region-wide Internet-based training needs survey. Results of the automated survey led to a new regional training program called "**Door Step Training**". This provided a means by which training was delivered directly to the requesting installation's doorstep.

2. Another noteworthy accomplishment is that HRDD became the point of contact for spreading the word on training offered by each of the twelve Civilian Personnel Advisory Centers (CPACs) in the Southwest Region. A Regional Training Calendar was developed to make training opportunities known and available throughout the region.

3. Distance Learning (DL) initiatives were also introduced during this past year. This innovative futuristic-thinking method of training resulted in a more cost-effective means of conducting training while maximizing returns.

4. The HRDD also took the lead in ensuring that Functional Process Improvement (FPI) training was made available throughout the region. FPI training was developed and presented with the committed support and cooperation of the Information Services Division (ISD).

5. HRDD also sought out other agencies as partners for sharing training resources. The "**Partners in Training and Education Program**" was implemented. This initiative has proven extremely effective by opening doors to training opportunities for a wider pool of participants.

Overall, HRDD has taken charge and followed through on their commitment to have quality training opportunities for all employees in the Southwest Region. Thanks for a job well done!

Happy Trails To You - DA Interns Prepare to Leave the Flinthills of Kansas

(Darla Otto, Human Resource Dev Div)

The Southwest CPOC DA Interns have received their placements for their CPAC

rotation and will soon be on their way. CPAC assignments start on 10 Oct 99.

Robin Anderson – Southwest COE, Fort Worth, TX

Barbara Dunn – Fort Leonard Wood, MO

Scott Hull – TACOM, Warren, MI

Biancia Whitfield – Army Research Labs, Adelphi, MD

We sincerely appreciate all of their hard work and dedication to the duties assigned to them during their time with the Southwest CPOC. We wish them a safe trip to their new assignments.



**Good luck,
Interns!**

An Intern's Perspective

(Biancia Whitfield)

I arrived at Fort Riley the end of Sep 98 to begin my internship at the SWCPOC. Somewhat apprehensive, I immediately thrust myself into the daily challenges that confronted my family and me. I looked forward to the training because I knew the newly acquired knowledge would help me perform my job at a higher degree of confidence and professionalism.

Shortly after coming on board I met individuals from various backgrounds and levels of expertise. The one thing we share and have in common is a strong desire to successfully complete the internship program as a group. We agreed that this would be a wonderful learning experience and looked forward to absorbing as much information about personnel as we could through each functional rotation.

It is paramount that interns work together and share their knowledge and experiences. I have learned a lot just by discussing classes and issues with other interns. With each rotation, I gained an enormous amount of knowledge and confidence. The rotations were challenging, but with each rotation, I gained a better understanding and appreciation for the myriad of each function and the processes performed by the CPOC on a daily basis.

I would like to take this opportunity to thank those chiefs, specialists, and clerks who cared enough to contribute to my training. My experience and the friendships that I have formed at the SWCPOC will follow me throughout my career.

LMER PARTNERS ON THE TRAIL

New OPM Guidance

The Office of Personnel Management (OPM) has issued guidance on sexual orientation discrimination in Federal civilian employment. The purpose of the guidance is to make Federal employees aware of how to obtain help, as well as existing avenues available to resolve claims, if they believe they have been discriminated against based upon their sexual orientation.



This guidance does not create any additional enforcement rights, such as the right to file complaints with the Equal Employment Opportunity Commission. Likewise, it does not



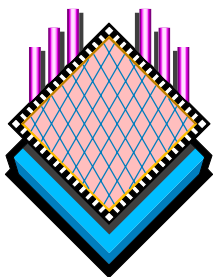
authorize coverage under affirmative action programs.

More information may be found on the OPM web site <http://www.opm.gov>.

Annual Leave vs Sick Leave

May an employee have sick leave retroactively substituted for annual leave when the employee specifically requested that he/she be charged annual leave instead of sick leave?

The answer is "No". Once annual leave is granted, an employee may not thereafter have such leave charged to sick leave and have the amount of annual leave previously charged reccredited to the employee's annual leave account.



See Comptroller General (CG) decision: (Cite: B-191327, November 8, 1978, B-181087, June 21, 1974 and 54 Comp. Gen. 1086 (1975).

Employee/Member Self Service (E/MSS) System

The Defense Finance and Accounting Service (DFAS) is developing a system by which all serviced civilian employees and military members will be given the capability to manage certain financial data relating to their payroll records. The



system being developed is called the Employee/Member Self Service (E/MSS) system.

The E/MSS system will allow civilian employees to make certain changes to their payroll record via the Internet or through an Interactive Voice Response System (IVRS) using a touch tone phone.



DFAS expects this capability to be available in late October 1999. Prior to implementing the system, DFAS will send all employees a letter that will include their Personal Identification Number (PIN) and instructions on how to access and use the E/MSS.

We will provide you with further information on the E/MSS as we receive it from DFAS.

ISD LEADING THE TRAIL TO THE FUTURE

Top Ten "Email Etiquette" Tips

1. Keep Off the Cap Lock Key - use upper and lower cases
2. Type Carefully - once you send it you can't take it back
3. Keep it Short - clear, concise, and to the point
4. Be Kind, Be Sensitive - no jokes or offensive material
5. Add Feelings When Necessary - don't overuse the :) sign

6. Avoid chain letters - they can come back to haunt you

7. Keep Downloads to a Minimum - they take forever

8. Avoid Long Replies - reply only with most recent email

9. Knock Once - if using "instant message", respect privacy

10. Eliminate Undeliverables - check the email address

FOLLOW THE TRAIL **TO TECH SERVICES**

New Rules on Lump-Sum Annual Leave Payments

On 8 Jul 99, the Office of Personnel Management (OPM) issued final regulations regarding Title 5 pay that will be included in lump-sum annual leave payments. These rules are significant because it is the first time OPM has established a Government-wide policy for calculating lump-sum payments for accumulated and accrued leave.



The final regulations on lump-sum annual leave payments can be found on OPM's web site: <http://www.opm.gov>.

BLAZING NEWS OF THE **TRAIL**



SWCPOC Organization Day and Awards Ceremony 1999

The SWCPOC experienced their third annual Organization Day and Awards Ceremony on 24 Sep 99 at the East Rolling Hills Park, Milford Lake.

Robert Russell was the Master of Ceremonies for the event. In his own special way, he gave us the top 5 reasons for attending Organization Day.



Following his repertoire, Mr. Daniel Clawson, Director, and Ms. Gerry Jones, Deputy Director, presented the Employee of the Year Awards

for 1999.

Winners of the 1999 Awards were:

Mary Jane Riffel

Personnel Actions Clerk of the Year

Nilsa Ortiz

Staffing & Services Division Choice Award

Cindy Coers

Personnel Staffing Specialist of the Year

Kelly Hurst

Staffing Assistant of the Year

Rachel Ridens-Nelson

Management Support Division Employee of the Year

Shelly Pagliarello

Human Resource Dev Division Employee of the Year

Joy K. Demelio

Classification Clerk of the Year

Audrey Blake

Classification Specialist of the Year

Lisa Hopper

Information Services Division Employee of the Year

Kelema Bellamy

Managers' Award for Excellence

Dianne Peters

SWCPOC Employee of the Year



Congratulations to all employees who were nominated and who were selected for the 1999 honors.

Our great staff members are what make the SWCPOC a great organization!

BLAZING A NEW TRAIL WITH THE A B C

Open Season Reminders

FEHB

8 Nov to 13 Dec

The next open enrollment season for the Federal Employees Health benefits Program is 8 Nov to 13 Dec 99.

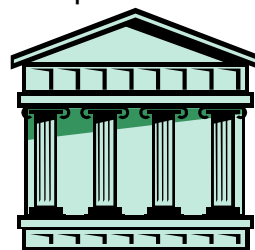
TSP

15 Nov to 31 Jan

The next Thrift Savings Plan open season is 15 Nov 99 to 31 Jan 00.

TSP Y2K Compliant

The Federal Retirement Thrift Investment Board has said that no participants need to worry about it being ready for the ominous year 2000 problem. The National Finance Center, which currently provides record keeping services for the TSP, has certified that the existing TSP system is Y2K compliant.



The board also said that they expect no interruption to TSP-related functions in the year 2000 because they are currently preparing and testing the necessary system changes to ensure a smooth transition.



SPECIAL FEATURES

Corpus Christi Army Depot

Meet the folks from the Corpus Christi Army Depot

Photo 1: Ms. Theresa Parish, CPAC Chief, (front row, extreme left) and the CPAC staff.



Photo 2: CPAC building, CCAD



Red River Army Depot

Recognize these SWCPOC folks?

During a recent visit to RRAD, Ms. Gerry Jones, Deputy Director; Anita Hernandez,

Class Div; and Pat Martinez, Staffing Div, took a test drive on a Bradley.

Photo 1: Ms. Jones, Deputy Director, is given some last minute instructions.



Photo 2: Anita Hernandez and Pat Martinez give a "thumbs up" after they drove the Bradley.



Your feedback is important
to us.

Send comments or
suggestions to:

Lucy Gonzalez, Office of
the Director, DSN 856-
0015, FAX 856-2393,

[lucy.gonzalez@cpocswr-
emh1.army.mil](mailto:lucy.gonzalez@cpocswr-emh1.army.mil)